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ABSTRACT

The rules for catalog entries and punctuation outlined in this manual were used to prepare a computer-produced union catalog of the holdings of several libraries at the Eastman Kodak Company. The computer sorts digitally, considering first blanks, then punctuation marks, letters, and finally numbers. This results in a filing sequence which differs appreciably from manual filing unless changes are made. In this pioneering effort, an attempt was made to achieve a meaningful sequence of entries while maintaining as much of the Library of Congress cataloging format as possible. Some inconsistencies occurred early in planning to which the libraries are now committed. Anyone considering the application of these rules to a new system will want to give careful considerations to the possible elimination of more punctuation marks. (Author/JAB)

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RULES FOR INPUT TO THE LIBRARY CATALOG ON MICROFICHE

(A Guide to Librarians at the Eastman Kodak Company)

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October 1977

Clare E. Freund
Research Library
Research Laboratories
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IR005 439

Rules for Input to the Library Catalog on Microfiche

(A Guide to Librarians at the Eastman Kodak Company)

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The computer sorts digitally, considering first blanks, then punctuation marks, letters, and finally numbers. This results in a filing sequence which differs appreciably from manual filing unless changes are made.

In this pioneering effort, an attempt was made to achieve a meaningful sequence of entries while maintaining as much of the Library of Congress cataloging format as possible. Unfortunately, in the early stages of planning, some inconsistencies occurred to which the libraries are now committed. Anyone considering the application of these rules to a new system will want to give careful consideration to the possible elimination of more punctuation marks.

Suggestions for improvements will be very much appreciated.

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GENERAL RULES

Most of these are the result of a limited computer print chain and our attempt to adjust computer filing to the accepted style of a manually produced file. The majority of these rules are also found in the specific areas to which they apply. They are listed here together to facilitate quick look-up.

Abbreviations that may precede the book number:

AV - Audiovisual collection

BJ - Bound journal collection

MF - Microfilm

OS - Oversize book shelf (book is more than 12" in height)

R - Reference collection

RB - Rare book collection

Ampersands, colons, exclamation marks, parentheses, question marks and semicolons must never be used.

Apostrophes: In the author file they are ignored and names are spelled as if one word. In the title file they are either substituted by a blank or they are completely ignored, depending on the language used. (For instructions see 'Names with Apostrophes' in Author section and 'Apostrophes' in Title section)

Blanks: These are most important if the file is to be in correct order. Since the sorting sequence is blank, punctuation mark, letter, number, much confusion would result if two blanks did not separate titles from edition or volume entry.

Example of computer sequence with one blank after title:

Introduction to solid state.
Introduction to solid state chemistry.
Introduction to solid state v 2.
Introduction to solid state 2d ed.

Example of computer sequence with two blanks after title:

Introduction to solid state.
Introduction to solid state v 2.
Introduction to solid state 2d ed.
Introduction to solid state chemistry.

Book/Journal/Microfilm holdings of the same title

Symbols of all libraries holding a copy should be listed. Note should indicate which library has microfilm or journal.

Commas: Use as few as possible since punctuation marks file before letters, etc. and also tend to upset the normal sequence. Use them:

between main title and subtitle, e.g.
Physical chemistry, an advanced treatise.

between series title and series number, e.g.
Advances in chemistry series, 12.

to separate city from year and date in the author entry, e.g.
London, 1973, Apr 6-11.

between name and number or date of a meeting, e.g.
Symposium on Photoelectronic Image Devices, 3d.
Symposium on Ferroelectricity, 1966.

between Russian title and "tr ed", e.g.
Voprosy teoreticheskoy kibernetiki, tr ed.

but not when enumerating, e.g.

Electrochemical analysis, studies of acids, bases and salts by EMF conductance

and not after edition and volume entry following a title, e.g.

How to make good picture 2d ed v 1 pt 2.
Structure of crystals 2d ed suppl.

Cross references: "See" and "see also" references can be used for authors, titles, and subjects. They are particularly important in the subject file where they can direct the user to related fields of interest.

Editions

Normally, separate entries are made for each edition. However, when the earlier edition is a department copy (X), only the latest edition need appear on film, with the symbols for owning library and for X. Our department copy file should indicate which edition is held by a department. Occasionally, a library, holding an earlier edition only, may choose to use the later entry of another library and add a note specifying the exact edition held.

Hyphens

Whenever possible, hyphenated words should be treated as if they were one word. If that can't be done, treat them as if they were two words without hyphen. E.g. "X-rays", use "Xrays"
"Oxidation-reduction reactions", use "Oxidation reduction reactions"
"Text-books", use "Textbooks"

Hyphens should be included, however, when they are part of a chemical formula. They should also be used when they are part of a serial number, e.g.

Kodak publication, Z-123

Numbers

The computer treats numbers in digital sequence so that large numbers will appear in unconventional order, e.g.

N A S A SP-132
N A S A SP-3031
N A S A SP-32
N A S A SP-5030

To maintain order when there are double digit numbers, two blank spaces are introduced between text and single digits, e.g.

Progress in optics v 9.
Progress in optics v 10.

In a few cases where we have three-digit numbers, we have added three blank spaces before single digits and two blank spaces before double-digit numbers to maintain the correct sequence, e.g.

Advances in chemistry series, 3.
Advances in chemistry series, 14.
Advances in chemistry series, 139.

Periods are automatically generated by the computer at the end of each segment that has been designated by a unique input code. (E.g. AC1, T01, S01 etc.) If we enter them, too, the computer will override them. Since we also omit periods between abbreviations, there is no reason for using them at all.

Reference books, a copy of which is available for circulation: "R" automatically precedes the book number. Note should read: "Circulating copy (copies) available in Res Lib (Bus Lib, Photo Tech Lib, Eng Lib)" or just: "Circulating copy (copies) available". If only one library has a reference copy, note should read: "Res Lib (or others) has the reference copy".

Rare books, a copy of which is available for circulation: "RB" precedes the book number. Note should read: "Circulating copy (copies) available".

Umlauts are indicated by an "e" following the vowel, e.g.:

"Hückel W" reads "Hueckel W"
"Mössbauer effect" reads "Moessbauer effect"

Volumes and parts must always be listed in the singular in the title entry in order to maintain the correct sequence, e.g. "v 1-3" or "pt 1-3".

AUTHORS

Capitalize the first letter of every word - with the exception of articles, pronouns and conjunctions.

Abbreviations. Previously we were restricted in the number of characters we could use in setting film strip limits and, therefore, had to introduce some abbreviations. Until we have the funds to repermute the master file, these abbreviations will stay in the system, and we should continue to use them so as to avoid entries in two places. This is the list:

For:	use:
American Chemical Society	A C S
American Society for Testing and Materials	A S T M
Great Britain	G B
North Atlantic Treaty Organization	N A T O
U S National Aeronautics and Space Administration	U S N A S A
U S National Bureau of Standards	U S N B S
United Nations	U N
United States	U S

First names are indicated by initials only and are separated from each other and from the last name by a blank (no comma or period!), even if this upsets the normally expected sequence of names. No blanks may be left to filled in later. We omit dates of birth and death.

Formerly:	Now:	
Smith, Paul I.	Smith P I.	These may be Peter or Paul. Only the title can establish it for sure.
Smith, Paul I Jr.	Smith P I.	
Smith, Peter I.	Smith P I Jr.	("Jr" must follow initials for correct sequence)

Names with prefixes are treated as if they were separate words.

E.g. De Gaulle
Le Croisette
St Andrews
Van den Berg
Von Angeren

Names with apostrophes are the exception since the apostrophe will have to be ignored and the name spelled as if one word but with the second letter capitalized also. E.g. D'Angelo now DAngelo
O'Keefe now OKeefe

Mac and Mc. These can no longer be interfiled. The computer considers each letter as it comes. Therefore: MacGregor precedes McGee.

Joint Authors, Editors, Compilers are listed as regular authors without the customary designations "jt. author", "ed.", "comp.", etc. Honorary titles are omitted.

Corporate names: When a corporate name begins with initials or appears with initials in parentheses following the surname, we place all initials after the surname without any kind of punctuation mark - even though this may not distinguish it from a personal name.

E.g.	Formerly:	Now:
	Ayer (N.W.)	Ayer N W.
	E.I. Du Pont de Nemours and Company	Du Pont de Nemours E.I. and Company.
	E.P. Goldschmidt and Company	Goldschmidt E P and Company.

Subordinate bodies are listed directly after the higher body without punctuation mark, e.g.

A C S Division of Chemistry.
Eastman Kodak Company Apparatus and Optical Division.
Rochester University Institute of Optics.

Conferences numbered, etc. Conferences must have the number inverted so that the meetings can be listed serially, e.g.

Conference on Aspects of Adhesion, 1964.
Conference on Aspects of Adhesion, 1965.
Conference on the Navy Microelectronics Program, 1st.
Conference on the Navy Microelectronics Program, 2d.
Conference on the Navy Microelectronics Program, 3d.

City as author entry. To facilitate finding the correct conference or symposium entry, we decided to make the city in which the meeting occurred into an author entry. In order to have the computer file all meetings in a city chronologically by year, the name of the city should be followed by a comma, a blank, and then the year. Month and day may be added as additional information, if available, even if April then precedes March! The year is what really matters.

E.g.
London, 1959, Oct 6-11.
London, 1961, March 5-9.
London, 1963.
London, 1965, Aug 19-24.
London, 1965, July 11-13.

Omit state or country if the city is well known or unique, but otherwise include added identification, making sure though that prior entries haven't adopted a different style which would upset the correct sequence.

E.g. Rome, NY, 1966.
Rome, 1966. (assumes that this is in Italy and files after the other because letters precede numbers)
San Francisco, 1966. (is unique and doesn't require name of state to identify it unless we are dealing with another city by the same name, not in California)

Title as author entry. Because our catalog is divided by author, title, and subject, series or other titles without authors may be the main entry and, therefore, will need an additional entry in the author file. In such cases the listing of volume should be omitted in the author entry. E.g.

Title entry: "Advances in boron chemistry v 3"
Author entry: "Advances in Boron Chemistry"

Translators: Their names are no longer listed and filed alphabetically among the authors. They are mentioned only in a note.

Universities and colleges as authors are listed directly by the more distinctive part of their name, e.g.

"University of Rochester" should be entered as
"Rochester University"

TITLES

Capitalization. During the change from the old to the new program, all letters but the first letter of the first word were converted to lower case. Also, all spaces between titles and editions, or titles and volumes, were reduced to one, frequently resulting in incorrect sequence. We are correcting as we go along. Meanwhile it is important that new input be handled correctly.
Capitalize the first letter of the first word only, UNLESS you are dealing with a proper name, the name of a country or language, acronyms, or German nouns, all of which require upper case for the first letter.

Articles. Initial articles are disregarded - even in German where their declensions are normally required to make a sentence meaningful.

E.g. "The economics of book catalog production" now reads:
"Economics of book catalog production:

"Das deutsche Lichtbild" now reads:
"Deutsche Lichtbild"

Abbreviations must have a blank space between each initial (no periods), when at the beginning of a title entry, so that they will all be listed ahead of real words. The exception is "TV" - and a few other examples which we have come to consider as words. When the abbreviations occur in the middle of a title, letters can be strung together. E.g.

I B M reference manual.
I E S lighting handbook 4th ed.
TV video and sound circuits.
PL/1 primer.
Introduction to IBM programs.

Apostrophes, when used in French, must be substituted by a blank, e.g.

"Sur l'etude des erreurs..." reads
"Sur l etude des erreurs..."

But in the case of the English possessive, the final "s" is simply added to the previous word. E.g. "Petersen's guide to photo lighting techniques" reads
"Petersens guide to photo lighting techniques"

Editions, volumes, and parts. Editions are listed in the original language of the work while volumes and parts are entered in English as "v" and "pt". ("v" and "pt" must always be used in the singular.) Editions are arranged with the earliest edition first. They precede volumes and parts if available.

Two blanks must separate the title from the following edition or volume entry. As described in the rules for entering series, adequate spacing must be provided following "v" (for volume) to take care of multi-volume sets of more than one digit. This is most important if editions and volumes are to be maintained in correct sequence.

E.g. How to take good pictures pt 1-2.
How to take good pictures v 1 pt 2.
How to take good pictures 2d ed v 1 pt 2.

Former titles and revised editions should all be treated as additional titles so that they can be filed alphabetically and help to lead the user to the original or new title. In each of the following examples, enter both titles so that the user can be led from the old to the new or vice versa. E.g.

Enter "Progress in nondestructive testing, former title"
with "Progress in applied materials research v 4-7"

and "N B S technical note, 265"
with "N B S technical note, 186 rev"

Numbers. When they are part of the main text, and particularly when they come at the beginning of a title, they must be spelled out in full.

E.g. "101 ways to use your oscilloscope" should read
"One hundred one ways to use your oscilloscope"
not "One hundred and one ways to use your oscilloscope"

Exceptions are chemical formulas, serial numbers and years at the end of a title. E.g.

"Minolta SR-T 102/101/100 guide"
"...index for the years 1955-1959"

When a number indicates sequence in a series, it should not be spelled out either.

Proceedings (also Preprints, Papers, Transactions, Lectures, etc.) must be followed by the name of the organization or conference, the number of the conference if available and - after two blanks - the volume number if that is part of the title. "Of the" is omitted. E.g.

Proceedings International Congress for Electron Microscopy, 6th.
Proceedings International Federation for Documentation Meeting and Congress, 31st v 2 pt 1-2.
Proceedings International Symposium on Surface Contamination, 1964.
Proceedings International Symposium on Ultrasonics Applications v 1-2.

Series. These are all listed in the title file with the exception of publisher series which appear as notes only. Two blank spaces are required between text and single digits if double digits are to follow in numerical order. E.g.:

Progress in optics v 9.
Progress in optics v 10.

In a few cases where we have three-digit numbers, we have introduced three blank spaces before single digits, and two blank spaces before double-digit numbers to maintain correct sequence. E.g.:

Advances in chemistry series, 3.
Advances in chemistry series, 14.
Advances in chemistry series, 139.

But in many government reports where the numbers may be long and/or complex, we must let the computer handle them digitally.

Start the series with the author if necessary for identification. The exception is the U.S. as author. In that case "U S" is always omitted. E.g.:

Eastman Kodak monographs on the theory of photography, 4.
N B S technical note, 268 (not U S N B S technical note, 268)

Translations, Russian: If it is an official translation and the Russian title is available, both Russian and English titles should be listed. The Russian title entry should be followed by a comma, a blank space, and "tr ed".

E.g. "Problems in theoretical cybernetics" will have as second title:
"Problemy teoreticheskoy kibernetiki, tr ed"

so that users with a Russian citation can readily tell whether or not we have a translation available. If it is not a translation but an original Russian title, and an English title is available that might help to explain the meaning of the Russian, list it as

a note followed by "tr title". E.g. the Russian title "Tsvetovedenie i teoriia trekhtsvetnoi reproduktsii", for which we have no translated edition, will have a note reading: "Color science and the theory of trichromatic reproduction, tr title".

Translations, other: Since most of our users seem to be able to read other languages after a fashion, we do not translate titles for them. We do, however, add a note to explain from which language the book has been translated and by whom, if the translator's name is available.
E.g. R. Defay's "Surface tension and adsorption" has a note:
Tr from French by D D Everett.

Foreign language books with an English title. This can be very misleading because the requester is under the impression that the book is in English. We have come across it particularly on microfiche headers. In such a case, enter as title entries both English and foreign titles and add a note, giving the title in English and indicating that it is a translated title.

IMPRINT

Style is not vital since the information is not filed by the computer. However, for the sake of uniformity, publisher and location are separated by a comma and so are city and state. Periods between abbreviations can be omitted.

E.g. Englewood Cliffs, NJ, Prentice-Hall 1975
NY, Wiley 1975

Place of publication. Omit state or country if the city is well-known or unique, but otherwise include added identification. (see City as Author above)

Publisher. If the main author is also the publisher, do not enter him here.

E.g. Eastman Kodak Company.
Fundamentals of radiography.
Rochester, NY 1966.

Date of publication. This must be numeric and must be included since it is a requirement without which the system does not provide labels and the item does not go on fiche. It was planned this way so that the file can be sorted by date, if desired. If you are not sure of the date, make it up as best as you can. In such a case, add the word "CA" before the year in the fixed field reserved for the date. E.g.

Rochester, NY CA 1923. (book published about 1923).

In case of reprints, enter the originally published edition - place, publisher and date - in the assigned areas.

Supply a note with the reprint date. E.g.

Goethe J W.
Theory of colours. London, Murray
1840. 423P.
Tr from German with notes by C L Eastlake.
M I T Press reprint, 1970.

Pagination. This is a fixed field of 10 characters which accepts only numerics or capital letters. It is for this reason that we prefer to list volumes as the first note.

Notes. These are not sorted by the computer and, therefore, leave us considerable freedom. We are allowed 254 characters. Because pagination appears in a fixed field of 10 characters, "paging varies" should be the first item in the "notes" area. Other entries with suggested abbreviations are given below:

2 vols. v 1 Introduction to chemical engineering.
v 2 Applications in the photographic industry.

Previous ed discarded.

Tr from French by D H Everett.

Tsvetovedenie i teoriia trekhtsvetnoi reproduktsii, tr title.

Circulating copy available.

Dover reprint, 1959.

Res Lib has vols 1-9.

Eng Lib has current ed only.

Bus Lib and Photo Tech Lib have vols 1-3 only.

Wiley series on photographic science and technology and the graphic arts.

Preprints of papers delivered at the 153d meeting, Miami Beach, Apr 11-13, 1967.

J of Physical Chemistry v 41 p 1-127, 1937.

SUBJECTS

The Research Library publishes a computer-produced list of subject headings on microfiche which is corrected and updated monthly for the library users. In addition, catalogers have this list in hard copy but update it manually from monthly supplements distributed by the subject coordinator. A revision of this latter list will be issued when warranted. Under each subject heading in the fiche catalog, the computer arranges titles by year of publication, with the most recent publication listed first. (For this reason a date is required input)

Capitalize the first letter of the first word and the first letter of any word following a comma or a dash. E.g.:

Nitrogen compounds, Organic - Photochemical reactions.

Cross references. "See" and "see also" references are employed whenever they are helpful to the user. If there are several such references, they should be listed in alphabetical order:

E.g.: Photography see also
Aerial photography.
Infrared photography.
Wide angle photography.

When cataloging librarians initiate new cross references, they should inform the subject coordinator.

Hyphens have been eliminated, and subjects are spelled in one word, if possible, E.g. "X-rays" now reads "Xrays"

Names used as subject entries are inverted and, unlike in the author listing, first names appear in full after a comma. A

book about Edward Steichen is listed in the subject file under Steichen, Edward. (A book by him is listed in the author file under Steichen E).

Parentheses have had to be replaced by commas, e.g.:

Alkenes (Polymerized) now reads:
Alkenes, Polymerized.